

BILL NO. S-76-05- 29.

SPECIAL ORDINANCE NO. S- 117-76

AN ORDINANCE approving a contract
with Moore Business Forms for forms
for City Utilities.

BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY
OF FORT WAYNE, INDIANA:

SECTION 1. That the contract dated April 5, 1976,
between the City of Fort Wayne, by and through its Mayor
and the Board of Public Works and Moore Business Forms for:

300,000 Customer Invoices	\$1,944.00
300,000 Customer Meter Sheets	2,001.00
	<u>\$3,945.00</u>

all as more particularly set forth on City Utilities Purchase
Order No. 7751, which is on file in the Office of the Department
of Purchasing and is by reference incorporated herein, made a
part hereof and is hereby in all things ratified, confirmed and
approved.

SECTION 2. This Ordinance shall be in full force and
effect from and after its passage and approval by the Mayor.


Councilman

APPROVED AS TO FORM
AND LEGALITY.


CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Burns, and duly adopted: read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on the _____ day of _____, 1976, at _____ o'clock P.M., E.S.T.

Date: 5-25-76

Charles W. Westerman J.H.S.
CITY CLERK

Read the third time in full and on motion by Burns, seconded by V. Schmidt, and duly adopted, placed on its passage. Passed (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT
TOTAL VOTES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BURNS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HINGA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUNTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOSES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NUCKOLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>	<input type="checkbox"/>
SCHMIDT, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHMIDT, V.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STIER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TALARICO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATE:

6-8-76

Charles W. Westerman J.H.S.
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (Zoning Map) (General) (Annexation) (Special) (Appropriation) Ordinance (Resolution) No. S-117-76 on the 8th day of June, 1976.

ATTEST: Charles W. Westerman J.H.S.
CITY CLERK

(SEAL)

James Stier
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 9th day of June, 1976, at the hour of 11:00 o'clock A. M., E.S.T.

Charles W. Westerman J.H.S.
CITY CLERK

Approved and signed by me this 9th day of June, 1976, at the hour of 5:00 o'clock P. M., E.S.T.

Robert E. Armstrong
MAYOR

Bill No. 5-76-05-39

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance
approving a contract with Moore Business Forms for forms for City Utilities

have had said Ordinance under consideration and beg leave to report back to the Common
Council that said Ordinance 98 PASS.

Paul M. Burns - Chairman

John Nuckols - Vice-Chairman

William T. Hinga

Fredrick R. Hunter

Samuel J. Talarico

CONCURRED IN

DATE 6/8/76 CHARLES W. WESTERMAN, CITY CLERK

Memorandum

To J.F. Morreale, General Superintendent, City Utilities Date April 26, 1976

From A. C. Lord, Purchasing Department

Subject Purchase Order No. 7751,
Customer Invoices
Water Meter Sheets

COPIES TO:

L. Franklin

Attached are documents related to Purchase Order No. 7751 which requires approval of an enabling ordinance by Council:

1. Purchase Requisition No. 623 (City Utilities) - (Copy)
2. J. B. Spencer, Moore Business Forms, Inc. Memorandum - (Copy).
3. Sample copies of the Two (2) required forms
4. Purchase Order No. 7751 requiring Council Approval.
5. Initial Purchase Order No. 7526 - (Copy)

These forms are a new development. The initial purchase on Purchase Order No. 7526 was placed with Moore Business Forms, Inc., their Mr. Spencer having worked directly with L. Franklin, Manager-Data Processing on the development. After receiving the initial shipment Data Processing recognized the need for modification of the forms. Data Processing and Moore's representative made the modification. The required delivery was too short to allow for competitive offering. Accordingly, Purchase Order No. 7751 was placed with Moore Business Forms, Inc. with the understanding that succeeding orders for annual requirements will be subject to competitive bidding.

Moore's original price offering in connection with Purchase Order No. 7526 was:

100M Customer Invoices	\$11.45/M	\$1,145.00
100M Water Meter Sheets	15.83/M	1,583.00
		<u>\$2,728.00</u>

Moore's initial price on the second purchase involving the modified forms was:


300M Customer Invoices	\$ 7.62/M	\$2,286.00
300M Water Meter Sheets	8.89/M	2,667.00
		<u>\$4,953.00</u>

Purchasing Department exploration and negotiation with Moore's representative developed the following final price:

300M Customer Invoices	\$ 6.48/M	\$1,944.00
300M Water Meter Sheets	6.67/M	2,001.00
		<u>\$3,945.00</u>

Given a firmly established format and adequate lead time for ordering succeeding orders for the subject items will be on competitive bid, development work now being completed.

Annual requirements are estimated to be in the area of 700M to 800M of each form.



CITY OF FORT WAYNE

CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

Moore Business Forms
4740 Coldwater Rd.
Fort Wayne, Indiana

1668

63-128-11 5/6/76
ORIGINAL
PURCHASE ORDER NO. 4151

This number must appear on each pack
ago, packing slip, invoice, bill of lading
express receipt and correspondence.

DATE April 5, 1976

APPROVED
NEW
Board of Public Works

Henry P. Wehrenberg
Edward W. Ramm
May G. Scott

SHIP TO —

City Utilities
4th Flr., City-County Bldg.
1 Main Street
Fort Wayne, Indiana

MAIL ALL INVOICES TO —
CITY UTILITIES

GENERAL ACCOUNTING
4th FLOOR CITY-COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING
CERTIFICATION AS REQUIRED BY
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.B. NO.	UNIT PRICE	TOTAL
		<i>INVOICE</i> Customer <i>CP&CAN</i>	4922	6.78	1944.00
300		<i>CUSTOMER WATER STREETS</i> Customer <i>CP&CAN</i>		6.67	2001.00
300					
TOTAL A COUNT-----					3,945.00
SUBJECT TO COUNCILMANIC APPROVAL					
Price Per: John Spencer Met 50 Confirming F.O.T. Delivered					

APPROVED
NEW
Board of Public Works

Henry P. Wehrenberg
Edward W. Ramm
May G. Scott

NOTE. TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

CITY OF FORT WAYNE

CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY - COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL
PURCHASE ORDER NO.

75261

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE January 16, 1976

Moore Business Forms
4740 Coldwater Road
Fort Wayne, Indiana

1668

SHIP TO —

Data Processing
4th Flr. City County Bldg.
fort Wayne, ~~XXXXXX~~ Indiana

MAIL ALL INVOICES TO —
CITY UTILITIES

GENERAL ACCOUNTING
4th FLOOR CITY - COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

INVOICE IN DUPLICATE, INCLUDING
CERTIFICATION AS REQUIRED BY
INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACCT. OR W.O. NO.	UNIT PRICE	TOTAL
	100,000	Customer Invoices (scan)		11.45/M	1,145.00
	100,000	Customer Meter Sheets (scan)		15.83/M	1,583.00
					\$2,728.00
		(Trial run for optic-scan system) Forms to be per Instructions to from Larry Franklin Net 30 days F.O.B. - Angola Indiana Ship - 2/10 or sooner Confirming phone 1/15 to John <u>SUBJECT TO COUNCILMANIC APPROVAL</u> JEK/bn #612			

ATTENTION
Send to: [illegible]
[illegible]
Fort Wayne, Indiana
Carter P. O. Number [illegible]
and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN.

BY

FIVE DOLLARS PURCHASING AGENT



CITY UTILITIES

CITY • COUNTY BUILDING

ONE MAIN STREET, FORT WAYNE, IND. 46802

ACCOUNT NUMBER		SERVICE		SERVICE ADDRESS	
FROM		TO			
PREVIOUS METER READ	PRESENT METER READ	CONSUMPTION 100 CU. FT.	AMOUNT		SERVICE CODE
COMMENTS:					
DUE DATE					TOTAL NOW DUE

KEEP FOR YOUR RECORD

Thank You



CITY UTILITIES

CITY • COUNTY BUILDING

ONE MAIN STREET, FORT WAYNE, IND. 46802

ACCOUNT NUMBER		SERVICE TO	
		DUE DATE	

RETURN WITH PAYMENT

► SERVICE CODE AND ADJUSTMENT LEGEND ◀

<u>CURRENT</u>	<u>MISCELLANEOUS</u>	<u>ADJUSTMENTS</u>
PB — PREVIOUS BALANCE	M1 — RECONNECT METER	A1 — DEPOSIT REFUND
WC — WATER CHARGE	M2 — THAWING CHARGE	A2 — COMPROMISE ADJUSTMENT
SC — SEWAGE CHARGE	M3 — MISSING METER CHARGE	A3 — OVER-READ ADJUSTMENT
TX — SALES TAX	M4 — FROZEN METER	A4 — OVER-ESTIMATION ADJUSTMENT
IW — INDUSTRIAL WASTE	M5 — TRANSFERRED BALANCE	
CR — CREDIT	M6 — BAD CHECK CHARGE	
DP — DEPOSIT	M7 — SERVICE CHARGE	
	M8 — BACK-BILL ADJUSTMENT	
	M9 — OTHER	
	M10 — LATE CHARGE	

TARIFFS (RATE SCHEDULE) AVAILABLE UPON REQUEST

ACCOUNT NO.		RES. NO.		DIR.		STREET NAME		LAST NAME		FI.		MI.		CC.		PREVIOUS READ		NO. EST.				
METER NO.		SIZE		MRD		METER LOC.		METER CHECKS		ENTER READ HERE		KEYS:										
								CODE REASONS														
0	1	2	3	4	5	6	7	8	9	01	STUCK METER	0	1	2	3	4	5	6	7	8	9	COMMENTS:
0	1	2	3	4	5	6	7	8	9	02	BAD METER NO.	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	03	GLASS BROKEN	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	04	VACANT	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	05	METER LEAKS	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	06	METER FROZEN	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	07	LOCKED OUT	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	08	METER REMOVED	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	09	METER CHANGE	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	10	OWNERS READ	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	11	GET CONTRACT	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	12	NO SEAL/BROKEN	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	13	HEAD OFF METER	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	14	METER OFF LINE	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	15	NIPPLE IN LINE	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	16	IN BACKWARDS	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	17		0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	18		0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	19		0	1	2	3	4	5	6	7	8	9	

ACCOUNT NO.		RES. NO.		DIR.		STREET NAME		LAST NAME		FI.		MI.		CC.		PREVIOUS READ		NO. EST.				
METER NO.		SIZE		MRD		METER LOC.		METER CHECKS		ENTER READ HERE		KEYS:										
								CODE REASONS														
0	1	2	3	4	5	6	7	8	9	01	STUCK METER	0	1	2	3	4	5	6	7	8	9	COMMENTS:
0	1	2	3	4	5	6	7	8	9	02	BAD METER NO.	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	03	GLASS BROKEN	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	04	VACANT	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	05	METER LEAKS	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	06	METER FROZEN	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	07	LOCKED OUT	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	08	METER REMOVED	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	09	METER CHANGE	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	10	OWNERS READ	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	11	GET CONTRACT	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	12	NO SEAL/BROKEN	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	13	HEAD OFF METER	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	14	METER OFF LINE	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	15	NIPPLE IN LINE	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	16	IN BACKWARDS	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	17		0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	18		0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4	5	6	7	8	9	19		0	1	2	3	4	5	6	7	8	9	

DIGEST SHEET

TITLE OF ORDINANCE Special Ordinance - City Utilities Purchase Order 7751

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

S-76-05-29

SYNOPSIS OF ORDINANCE City Utilities Purchase Order to Moore Business Forms in
amount of \$3,945.00 covers purchase of 300,000 Utility customer invoice forms
and 300,000 water meter record sheets as designed by Data Processing Department.
Data has been working with this company to perfect a form for opscan system.
If the format proves successful, future orders will be by competitive bidding.

(SEE ATTACHMENTS)

EFFECT OF PASSAGE Provide adequate forms for use in data processing

EFFECT OF NON-PASSAGE Inability to set up adequate billing procedure

MONEY INVOLVED (Direct Costs, Expenditures, Savings) Cost to Utility - \$3,945.00

ASSIGNED TO COMMITTEE

City Utilities